



COVID-19 Checklist for Initial Meetings with Farm Contacts for Tracking Employees

(May include the farm owner, camp superintendent and others)

Establish farm contacts for obtaining employee info:

Name	Position	Phone number(s)	Email address

Information Requests For Initial Meeting:

- Set expectations for communication methods and frequency
 - At minimum, daily contact at beginning – frequency to be modified as needed
- Obtain basic farm and camp information
 - Number of farm employees/number of camps or residences/number of employees per residence
 - Number of shifts and employees per shift
 - Type of work and ability to social distance during work
- Request information about what they currently know about the ill employees in their farm
- Request farm create a line list of employees who test positive for COVID-19 (or complete a template you provide – see Line-list Template Samples for Farmworkers testing positive) and be ready to share the information with the LHD as requested. The line list should contain the following elements but can be modified as needed. Not all information will be available for every employee, but it's important to get as much information as is available. It may be helpful to have the farmer group the workers based on their housing location.
 - Demographic information (including address)
 - Contact information
 - Date of onset of symptoms for symptomatic cases or date of specimen collection for asymptomatic cases
 - Date of testing
 - Results of testing

- Major clinical events – hospitalization and death
 - Job duties/work station in the 14 days prior to onset of illness
- Request farm share when farmworkers are moved out of their normal housing to be isolated or quarantined
- Request farm share their absentee numbers/levels
 - Request number of employees referred for testing with results pending
 - If possible, request an estimate of the number that are out with COVID-19 compatible illness
- Ask for information about the company's current sick leave policy – include employees and contractors
- Employee testing
 - Where are most employees going for testing?
 - Is the farm assisting employees in getting tested?
 - Connecting to outside providers *or*
 - Offering testing on-site
- Employee screening and exclusion
 - Are they screening?
 - How are they screening?
 - What are the criteria for sending employees home?
 - If employer buses or otherwise transports employees to work, do they screen before employees get on the bus?
 - What criteria are being used to allow employees to return to work?
- Employee outreach and education
 - Which employees have received information (i.e. all vs. only sick)?
 - What are the messages? – if possible, obtain copies of any printed materials
 - Which languages are being used for messaging?
 - Major languages spoken at the farm?

Managing Farmworkers that Test Positive and Their Work and Housing Contacts

The expectation is that the farm will exclude positive employees and ill employees from work and assist migrant farmworkers in finding non-congregate housing where they can be isolated. If they have enough workers who are positive or exposed, the other option is to cohort if they have sufficient bathroom/kitchen facilities. They will also be responsible for determining close contacts at the worksite and in the housing and for implementing appropriate control measures:

- Provide the link to the NC DHHS guidance: <https://www.ncfhp.org/wp-content/uploads/2020/03/Nc-Interim-Guidance-for-Migrant-Farmworkers-Employers-and-Housing-Providers-002march-26-2020.pdf>.
- Provide the link to NC Congregate Living Settings guidance: <https://files.nc.gov/ncdhhs/documents/files/covid-19/interim-covid-guidance-congregate-living-settings.pdf>.
- Be prepared to answer questions or discuss concerns the farm may have with these activities

Other Important Management Contacts at Farm Such as Farmworker Outreach Workers and Housing Providers			
Name	Position	Phone number(s)	Email address